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BASIC FIELD MANUAL

Volume I

FIELD SERVICE POCKETBOOK

CHAPTER 1

MILITARY COURTESY, SALUTES, HONORS AND DISCIPLINE

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BASIC FIELD MANUAL

Volume I
FIELD SERVICE POCKETBOOK

CHAPTER 1
MILITARY COURTESY, SALUTES, HONORS AND DISCIPLINE

Prepared under direction of the
Chief of Staff

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WAR DEPARTMENT,
WASHINGTON, *March 1, 1936.*

Chapter 1, Military Courtesy, Salutes, Honors, and Discipline, Basic Field Manual, Volume I, Field Service Pocketbook, is published for the information and guidance of all concerned.

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BY ORDER OF THE SECRETARY OF WAR:

MALIN CRAIG,
Chief of Staff.

OFFICIAL:

E. T. CONLEY,
Major General,
The Adjutant General.

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TABLE OF CONTENTS

		Paragraphs	Pages
Section I.	Military courtesy	1– 3	1
II.	Salutes	4–15	2– 7
III.	Honors	16–19	7– 8
IV.	Discipline	20–23	8–10

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BASIC FIELD MANUAL, VOLUME I

FIELD SERVICE POCKETBOOK

CHAPTER 1

MILITARY COURTESY, SALUTES, HONORS, AND DISCIPLINE

SECTION I

MILITARY COURTESY

1. General.—*a.* For administrative regulations relative to military discipline, rank and precedence, command, salutes and ceremonies, and honors to persons, see AR 600–10, 600–15, 600–20, 600–25, and 600–30.

b. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty but will be extended on all occasions.

2. Uncovering.—Officers and enlisted men under arms (par. 4*c*) as a general rule do not uncover except when—

a. Seated as a member of, or in attendance on, a court or board. (Sentinels over prisoners do not uncover.)

b. Entering places of divine worship.

c. Indoors when it is desired to remain informally.

d. In attendance at official reception.

3. Entering and leaving vehicles.—Upon official occasions, unless otherwise directed by the senior officer present, officers will enter an automobile, small boat, or other conveyance in the inverse order of rank, the right rear seat being reserved for the senior, and will leave the conveyance in the order of rank.

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SECTION II

SALUTES

4. Definitions.—*a. Out of doors.*—Structures such as drill halls, riding halls, gymnasiums, and other roofed inclosures used for drill or exercise of troops are considered as "out of doors."

b. Indoors.—When the word "indoors" is used in this section it is construed to mean offices, hallways, kitchens, orderly rooms, amusement rooms, bathrooms, dwellings, etc.

c. Under arms.—The expression "under arms" will be understood to mean—

(1) With arms in hand.

(2) Having attached to the person a hand arm or the equipment pertaining directly to the arm, such as cartridge belt, pistol holster, or automatic rifle belt. Officers wearing the officers' belt, M1921, without arms attached, is an exception.

5. Hand salute.—The hand salute is exchanged as an act of courtesy between all persons in the military service. Whenever made, it should be executed as follows:

a. 1. ***Hand.*** 2. ***SALUTE.***

(1) Raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead above and slightly to the right of the right eye, thumb and fingers extended and joined, palm to the left, upper arm horizontal, forearm inclined at about 45°, hand and wrist straight; at the same time turn the head and eyes toward the person saluted. Do not turn the head more than 45° from the front.

(2) Drop the arm to its normal position by the side in one motion, at the same time turning the head and eyes to the front.

b. Execute the first position of the hand salute when six paces from the person saluted, or at the nearest point of approach, if more than six paces. Hold the first position until the person saluted has passed or the salute is returned; then execute the second movement of the hand salute.

c. In passing in review at ceremonies without arms in hand execute the hand salute similarly, except that the first position of the salute is held until six paces beyond the person saluted. Look the person saluted squarely in the eyes at the first motion

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of the salute and thereafter hold the head and eyes in the position of *eyes right (left)* until the salute is completed.

6. Manner of saluting.—All persons in the military service not in formation salute in the following manner:

a. With arms in hand, the salute prescribed for that arm.

b. With no arms in hand, the hand salute. (See par. 5.)

c. Troops under arms will salute as prescribed in the field manual for the respective arm.

d. When several officers in company are saluted, all will return it.

e. Except in the field under campaign or simulated campaign conditions, a mounted officer or soldier will dismount before addressing a superior officer not mounted.

f. At formations a command does not change position in order to face toward the music when saluting the national anthem but remains in position, all members of the command facing toward their original front. At assemblies in theaters, assembly halls, stadiums, etc., where, in order to face toward the music in saluting the national anthem, it is necessary for individuals to face about or to a flank, officers and enlisted men will face toward their original front.

g. Officers and enlisted men when not in uniform render the salute to the national anthem or to a color (standard) by standing at attention, uncovered, holding the headdress, if any, over the left breast; when in uniform indoors and uncovered, they salute the national anthem by standing at attention. On other occasions the hand salute is considered appropriate for all men of all military status in civilian dress.

h. On nonmilitary occasions when civilians participate in a manner determined by some established custom or observe the occasion in some particular way, a military person present in uniform should conform to the custom of civilians present.

i. In exchanging salutations with civilians on nonofficial occasions, persons in the military service may salute or follow the custom usually observed in civil life.

j. Officers and enlisted men temporarily armed with an arm not prescribed as part of their equipment, such as while at target practice, schools of instruction, etc., will render the salute prescribed for that arm.

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7. **General exceptions.**—No salute is rendered when on the march, in trenches, when at double time, or at the trot or gallop.

8. **Saluting distance.**—Saluting distance is that within which recognition of insignia of grade is easy. In general it does not exceed 30 paces.

9. **Between officers.**—*a. Out of doors.*—(1) Upon meeting, all officers will salute except as noted below. The junior officer will salute first, except when the salute is introductory to a report made at a military ceremony or formation to a representative of a common superior; for example, to the adjutant or officer of the day, in which case the officer making the report, whatever his rank, will salute first and the officer to whom the report is made will acknowledge, by saluting, that he has received and understood the report.

(2) Salutes will not be required between officers when either is driving a vehicle or when either is so occupied that saluting is impracticable.

(3) When not on duty the salute between officers is usually accompanied by verbal salutation.

(4) When an officer is accompanied by a lady, either the salute is rendered or the headdress is lifted.

b. Indoors.—The exchange of salutes is not ordinarily required except when making or receiving official reports, when salutes will be rendered as prescribed in *a* above.

10. **Between officers and enlisted men.**—*a. Out of doors.*—(1) Salutes will be exchanged between officers and enlisted men upon every occasion of their meeting, passing near, or being addressed except when either the officer or enlisted man is—

(*a*) Actively participating in a game.

(*b*) At mess.

(*c*) In a public conveyance.

(*d*) At an assembly for purposes of social diversion or amusement.

(*e*) Leading an animal or standing to horse.

(*f*) The driver of a vehicle in motion, or of an animal-drawn vehicle not in motion, if both hands are required to control the animals attached thereto.

(*g*) Carrying articles with both hands or otherwise being so occupied as to make saluting impracticable.

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(2) Except as prescribed for drill and ceremonies—

(*a*) An enlisted man in a military formation will not salute unless he is in command thereof.

(*b*) An officer in a military formation will not be saluted unless he is in command thereof.

(3) Individual enlisted men, armed or unarmed, when in a vehicle, will use the hand salute.

(4) An enlisted man, if seated, except when in a vehicle, will rise upon the approach of an officer, face toward him, stand at attention, and salute. If the officer remains in the immediate vicinity, the salute need not be repeated. Soldiers actually at work will not cease work to salute an officer unless addressed by him.

(5) Where a number of enlisted men are together but not in formation all salute, except as otherwise provided herein.

b. Indoors.—(1) Salutes are not ordinarily exchanged between officers and enlisted men except when addressing each other. An enlisted man posted as a sentinel will render the salute as prescribed in volume X.

(2) When an officer enters a room or tent, except as indicated in (3) and (4) below, in which there is an enlisted man, the latter will stand at attention and uncover, if not under arms, until the officer indicates otherwise or leaves the room. When there are two or more enlisted men in the room or tent, the first one who observes the entrance of the officer will command ***Attention,*** when all will rise, uncover, if not under arms, and remain standing at attention until the officer directs otherwise or leaves the room.

(3) When an officer enters a room or tent used as an office or work shop, those at work therein are not required to cease work unless addressed by him. In the transaction of ordinary business between an officer and an enlisted man seated at work, it is not necessary that the latter rise.

(4) When an officer enters a mess hall or tent, enlisted men seated at meals will refrain from eating and will remain seated at attention until the officer directs otherwise or leaves the room.

(5) When an enlisted man enters a room where an officer is present, he will uncover if not under arms.

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c. Before addressing an officer, an enlisted man will make the prescribed salute. He will also salute upon the termination of an interview with or upon leaving an officer.

d. An enlisted man in ranks, if not at attention, will assume the position of attention when directly addressed by an officer.

11. When the national anthem is played.—*a.* Whenever or wherever the *national anthem* is played or *To the color* (*standard*) is sounded, at the first note thereof all dismounted officers and enlisted men present but not in formation will stand at attention, facing the music, and render the prescribed salute (par. 5), except that at *Escort of the color* or at *Retreat* they will face toward the color or flag. The position of salute will be retained until the last note of the music is sounded. Those mounted on animals will halt and render the salute mounted. Vehicles in motion will be brought to a halt. Occupants of vehicles (except drivers) will dismount. Drivers of vehicles will sit at attention. Individuals leading animals or standing to horse will stand at attention but will not salute.

b. The same marks of respect prescribed in *a* above will be shown toward the national anthem of any other country when played upon official occasions.

c. When *To the color* (*standard*) is sounded by the field music while the flag is being lowered, the same respect will be observed as when the national anthem is played.

12. At parades and ceremonies.—At parades and other ceremonies under arms, the command will render the salute prescribed and will remain in the position of salute while the *national anthem* or *To the color* (*standard*) is being played. If not under arms, the organization will be brought to attention at the first note of the *national anthem* or *To the color* (*standard*), and the salute prescribed will be rendered by the officer or noncommissioned officer in command.

13. To national and regimental colors.—All persons in the military service and bodies of troops will salute the uncased national or regimental color (standard). When field music is present with troops, *To the color* (*standard*) will be sounded.

14. Between organizations and detachments.—Organization or detachment commanders will salute officers of higher grades by first bringing the organization or detachment to attention and then saluting.

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15. To officers of Navy, Marine Corps, National Guard, and Officers' Reserve Corps.—All persons in the military service at all times and in all situations will pay the same compliments to officers of the Navy and Marine Corps, and to officers of the National Guard and Officers' Reserve Corps, when in uniform, as to officers of the Regular Army.

SECTION III

HONORS

16. Honors rendered by officers and men out of ranks.—In rendering personal honors when the command ***Present arms*** is given, officers and men in uniform not in formation, in view and within saluting distance of the person to be honored, salute and remain in that position until the completion of the *ruffles* and *flourishes* or until the command ***Order arms*** is given.

17. Honors during drill, campaign, and on the march.—*a.* No honors will be paid by troops in trenches; when on the march, troops may be called to attention.

b. Honors as a rule are not paid by troops engaged in drill or in the field under campaign or simulated campaign conditions. Troops on the service of security pay no honors whatever.

18. Honors by individuals at funerals.—*a.* At a military funeral all persons in the military service in uniform or civilian clothes, attending in their individual capacity or as honorary pallbearers, will stand at attention, uncovered, and hold the headdress over the left breast while the casket is being carried from the caisson to and lowered into the grave, while *taps* is being sounded, and during the services at the grave. During the prayer they also bow their heads. In cold or inclement weather they will remain covered and will execute the hand salute. This will also apply to the chaplain except during the reading of the service.

b. While the casket is being carried from the house to the caisson, from the caisson to the church, or from the church to the caisson, they will stand at attention, uncover, and place the headdress over the left breast. In cold or inclement weather they will remain covered and will execute the hand salute.

c. They will salute the casket as it passes in any military funeral at any time or place by facing the casket, assuming

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the position of attention, uncovering, and placing the headdress over the left breast. In cold or inclement weather they will remain covered and will execute the hand salute.

d. The active pallbearers while carrying the casket will remain covered; at other times they will conform to *a* above.

19. Military attendance at a funeral.—*a.* The funeral of a person in the military service is attended by such personnel as is directed by the commanding officer.

b. All persons in the military service, not in formation, attending military funerals will follow the mourners in order of rank, seniors in front.

c. For the prescribed uniform, see paragraph 4, AR 600–40.

SECTION IV

DISCIPLINE

20. General.—*a. Obedience to orders.*—All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors.

b. Military authority, how exercised.—Military authority will be exercised with firmness, kindness, and justice. Punishments will conform to law and follow offenses as promptly as circumstances will permit.

21. Relationship of superiors toward subordinates.—Superiors are forbidden to injure those under their authority by tyrannical or capricious conduct or by abusive language. While maintaining discipline and the thorough and prompt performance of military duty, all officers in dealing with enlisted men will bear in mind the absolute necessity of so treating them as to preserve their self-respect. A grave duty rests on all officers and particularly upon organization commanders in this respect. Officers will impress upon the young soldiers lessons of patriotism and loyalty, will teach them the necessity for obedience and military discipline, and above all will impress upon them the necessity of obedience in the service. These lessons will be repeated again and again. The difference in the status of a soldier as compared with that of a civilian will be carefully explained. The Articles of War will be not only read to enlisted

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men but will be explained and their purpose laid before the young soldier in such a way as to make him understand that in becoming a soldier he has subjected himself to a new control and has assumed obligations of service that did not rest upon him as a civilian. Officers will keep in as close touch as possible with the men under their command, will take an interest in their organization life, will hear their complaints, will endeavor on all occasions to remove the existence of those causes which make for dissatisfaction, and will strive to build up such relations of confidence and sympathy as will insure the free approach of their men to them for counsel and assistance, not only in military and organizational matters but in personal or family distress or perplexity. This relationship may be gained and maintained without relaxation of the bonds of discipline and with great benefit to the service as a whole.

22. Importance of obedience.—*a.* Discipline is evidenced by obedience, the first and last military duty of a soldier. To be effective, obedience must not be blind; it must be intelligent and trained. As such, it is the foundation on which all military efficiency is built. Without it, an army becomes a mob. Obedience is demanded from every person in the Army from the highest to the lowest. Each enlisted man binds himself to obedience by his oath of enlistment, and each officer, when he accepts his commission, takes upon himself the same obligation.

b. Obedience must be prompt and unquestioning. When a person in the military service receives a lawful order, it is not for him to consider whether the order is a good one or not, or whether it would have been better had such an order never been given, or whether the duty ordered might be better performed by someone else, or at some other time, or in some other manner; his duty is, first, to understand just what the order requires, and second, to proceed at once or as ordered to carry it out to the best of his ability.

c. When by continued training and subordination, obedience becomes second nature and a habit, the military individual may be said to have acquired discipline.

23. Loyalty.—Obedience and loyalty are necessary attributes of the disciplined soldier. The latter must not only

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obey willingly, cheerfully, and to the letter the orders he receives, he must also strive to carry out, to the best of his ability, their intent. The known desires of superiors must always be considered in the execution of an order. The soldier must also be imbued with a proper spirit of loyalty which he must display not only toward his organization, arm, or service, and superiors, but to his subordinates as well.

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